

(to be completed by DMHAS site visitor at conclusion of visit)

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8. For each of the six categories listed below:

- Rate the agency/project using the scale of "Insufficient" (not meeting DMHAS standards), "Sufficient" (meeting DMHAS standards), and "Exemplary" (exceeding DMHAS standards).
- (1) Review any identified comments/concerns, (2) Provide your recommended actions, (3) Identify project staff responsible for implementing actions, (4) Propose a timeline, and (5) Identify recommended DMHAS follow-up.

**Agency Capacity** – Agency's ability to implement programs and provide services

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☐ Insufficient   ☐ Sufficient   ☐ Exemplary

**Administrative Project Management** – Non-fiscal administrative management of DMHAS project (staffing, record keeping, etc.)

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☐ Insufficient   ☐ Sufficient   ☐ Exemplary

**Fiscal Project Management** – Fiscal management of DMHAS project

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☐ Insufficient   ☐ Sufficient   ☐ Exemplary

- Rate the agency/project using the scale of “Insufficient” (not meeting DMHAS standards), “Sufficient” (meeting DMHAS standards), and “Exemplary” (exceeding DMHAS standards).
- (1) Review any identified comments/concerns, (2) Provide your recommended actions, (3) Identify project staff responsible for implementing actions, (4) Propose a timeline, and (5) Identify recommended DMHAS follow-up.

**Project Implementation** – How the DMHAS project is being carried out (whether implemented as planned, activities, impact, etc.)

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☐ Insufficient   ☐ Sufficient   ☐ Exemplary

**Project Evaluation** – Tracking the progress of the DMHAS project

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☐ Insufficient   ☐ Sufficient   ☐ Exemplary

**Project Sustainability** – Attempts to obtain additional funding for DMHAS project and sustain efforts

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☐ Insufficient   ☐ Sufficient   ☐ Exemplary

9. Note any special program/project/agency competencies identified during the site visit that could be useful to DMHAS or other grantees. For example, agency may have extensive experience in conducting social marketing campaigns at the community level.
10. Summarize any feedback received from the grantee on their experience in working with DMHAS. This could include, for example, feedback on technical assistance provided by DMHAS, questions about reporting requirements, etc.
11. Additional Comments.